

## **CONGRESSWOMAN JENNIFER DUNN**

### **WASHINGTON D.C. AND DISTRICT OFFICE INTERNSHIP PROGRAM**

Congresswoman Dunn represents the Eighth Congressional district of Washington State. Her committee assignments include Ways and Means, and Health and Trade Subcommittees.

Interns in our office are responsible for a variety of tasks, including answering phones, opening mail, photocopying, etc. Also, some vital and attractive parts of the internship involve research, writing assignments, constituent contact and most importantly, access to the Congresswoman.

Interns in the D.C. office are encouraged to attend hearings, bill markups, press conferences, as well as an occasional address to a Joint Session by important world leaders. We believe that an internship on Capitol Hill and the District Office should be a rewarding and educational experience.

We are looking for individuals who are willing to work hard, have fun, participate in staff meetings and issue briefings with the Congresswoman, and are willing to be a primary source of assistance for the professional staff members in the office.

Applicants should be juniors, seniors or graduate students. They should possess good communication skills (writing and speaking), be computer literate and flexible. Applicants should be able to make a minimum 4 week commitment and have consistent availability throughout their internships. Most importantly they should be self starters who display initiative and creativity.

If you are interested in applying or have any questions, contact:

Congresswoman Jennifer Dunn  
Attn: Angela Harper  
Intern Coordinator  
1501 Longworth H.O.B.  
Washington, D.C. 20515  
(202) 225-7761  
[angela.harper@mail.house.gov](mailto:angela.harper@mail.house.gov)

Congresswoman Jennifer Dunn  
Attn: Florence Mohler  
Intern Coordinator  
2737 78<sup>th</sup> Ave. S.E. Suite 202  
Mercer Island, WA 98040  
(206) 275-3438  
[florence.mohler@mail.house.gov](mailto:florence.mohler@mail.house.gov)

CONGRESSWOMAN JENNIFER DUNN  
Congressional Internship Application

Date: \_\_\_\_\_

Internships are available in Congresswoman Jennifer Dunn's two offices, located in Washington, D.C. and Mercer Island, Washington. In some cases, college credit may be earned by students who intern on a full-time basis during the school year without compensation.

**Personal**

Full Name: \_\_\_\_\_

Temporary Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Current Until: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address (if different from the applicant's permanent address above): \_\_\_\_\_  
\_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address (if different from the applicant's permanent address above): \_\_\_\_\_  
\_\_\_\_\_

Are you registered to vote: Yes      No      If so, where? \_\_\_\_\_

**Education**

High Schools Name and Location: \_\_\_\_\_  
\_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Offices/Honors/Awards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College Name and Location: \_\_\_\_\_  
\_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Intended Year of Graduation: \_\_\_\_\_

Major: \_\_\_\_\_

Offices/Honors/Awards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Work/Volunteer Experience

Begin with your most recent position held. Include name of firm/organization, dates of employment, job title and duties.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Office Skills

Have you had previous office experience (answering phones, intercoms, filing, etc.)?

Yes                      No

Indicate experience, if any, with the following office machines:

Typewriter: Yes                      No                      Approximate Words  
Per Minute \_\_\_\_\_

Computer Systems: Yes      No  
Microsoft Word Processing: Yes      No

Other special or professional talents that may contribute to the office: \_\_\_\_\_

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Why would you like to be an intern in a congressional office and what do you expect to learn?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

How did you learn of my internship program? \_\_\_\_\_

Have you served an internship in any other state or federal office or agency?  
Yes                  No

If so, where and when? \_\_\_\_\_

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In general, what do you think should be the activities of an intern in an congressional office? \_\_\_\_\_

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Are there any federal issues of particular interest to you: \_\_\_\_\_

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Do you think you could work effectively for a legislator whose political views are different than your own? Explain.

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What do you believe is the strongest characteristic that you would bring to the office?

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What is your weakest trait? \_\_\_\_\_

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What are your long-term professional goals? \_\_\_\_\_

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Congresswoman Jennifer Dunn  
Intern Application

Dates you will be available to work for an internship: \_\_\_\_\_ to \_\_\_\_\_

Hours per week you are able to work: \_\_\_\_\_

Will you accept an internship without compensation:

Yes                      No

Indicate in which office you would prefer to work:

Washington, D.C.  
Mercer Island, WA

Please indicate if you are applying for college credit through your college or university

Credit  
No Credit

Send your most recent resume, a copy of your most recent college transcript, three letters of recommendation and this completed form to:

Congresswoman Jennifer Dunn  
Attn: Angela Harper  
1501 Longworth HOB  
Washington, D.C. 20515

or

Congresswoman Jennifer Dunn  
Attn: Florence Mohler  
2737 78th Avenue, S.E.; Suite 202  
Mercer Island, WA 98040